

October 11, 2001

**SUBJECT: SCHEDULING OF USE OR LOSE ANNUAL LEAVE**


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Employees and supervisors are reminded that the leave year ends on January 12, 2002, and should assure that excess annual leave is planned, scheduled, and approved prior to December 2, 2001. Any annual leave in excess of 240 hours which is not used (or donated to a participant in the Voluntary Leave Transfer Program) by the end of the year is normally forfeited. Requesting organizations will be responsible for notifying the payroll office of approved restoration requests.

Under the following conditions, forfeited annual leave may be restored:

1. Exigency of Public Business. There are two requirements in the law which must be met to restore leave in this case:
  - a. The exigency must be of such importance as to preclude the use of scheduled leave. This determination must be made by the Manager, Oak Ridge Operations (ORO); Manager, National Nuclear Security Administration, Y-12 Area Office (YAO); or Manager, Office of Scientific and Technical Information (OSTI). Principal Staff members should use the form on the reverse to request approval of any exigency. Each request should clearly state the beginning and ending dates of the proposed exigency and reasons why other alternatives cannot be used to prevent the forfeiture of leave.
  - b. The leave, which must be cancelled by the supervisor due to the exigency, must have been scheduled and approved by the supervisor (written documentation required) by December 2, 2001.
2. Restoration of Annual Leave. Annual leave that is forfeited because of illness may be restored if it was scheduled and approved by December 2, 2001, and if the illness occurred so late in the leave year, or is of such duration that the leave cannot be rescheduled within the leave year. Requests for restoration of annual leave should be directed by a member of Principal Staff to the Assistant Manager for Administration, ORO; Assistant Manager for Resource Management, OSTI; or Manager, YAO (through the Human Resources Division). This request should include documentation of the period and amount of leave which was approved, scheduled, and subsequently cancelled due to illness as well as why other alternatives could not be used to prevent the forfeiture.

When an administrative error causes the loss of annual leave, the leave may be restored on a case-by-case basis depending on the circumstances involved.

  
Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachment

## REQUEST FOR DETERMINATION OF EXIGENCY OF PUBLIC BUSINESS

I request that a determination be made that an exigency of the public business exists as described below. Previously approved annual leave for the affected employee(s) must be cancelled.

Nature of Exigency (describe in detail):

SF-71(s), Request for Leave or Approved Absence, have been attached to document approval of forfeited leave.

Organizational Unit: \_\_\_\_\_

Employee(s) Affected: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Beginning and Ending Dates of Exigency: \_\_\_\_\_ Number of Hours Requested: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
(Division Director or above) Date

Concur: \_\_\_\_\_  
Chief, Personnel and Management Analysis Branch Date

Approved: \_\_\_\_\_  
Manager, ORO, YAO, or OSTI Date

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## RESTORATION OF LEAVE

An employee whose annual leave has been scheduled and approved by his or her supervisor in writing before the start of the third biweekly pay period prior to the end of this leave year is eligible to request restoration of leave forfeited due to the declaration of this exigency. Request and justification for restoration of leave due to exigency of the public business should be submitted to the Assistant Manager for Administration, ORO; Assistant Manager for Resource Management, OSTI; or Manager, YAO through the requesting employee's human resources specialist. The request and justification should include a concurrence line for the Director, Human Resources Division, and a copy of the approved and dated leave request (SF-71).